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STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE
STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: DHS/Voc Rehab. and Services for the Blind Division (VRSBD)
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:
Perform the functions of the Statewide Independent Living Council (SILC) of Hawaii as required in the Rehabilitation Act as amended.
1. Jointly develop and sign in conjunction with the VRSBD the State Plan for Independent Living (SPIL);
 2. Monitor, review, and evaluate the implementation of the SPIL;
 3. Coordinate activities with the State Rehabilitation Council (SRC);
 4. Ensure that all regularly scheduled meetings of the SILC are open to the public and sufficient advance notice is provided; and
 5. Submit to the Rehabilitation Services Administration (RSA) Commissioner such periodic reports as the Commissioner may reasonably request, and keep such records, and afford such access to such records, as the Commissioner finds necessary to verify such reports.

4. Vendor Name: Statewide Independent Living Council of HI Address: Davies Pacific Center 841 Bishop Street, Suite 201 Honolulu, Hawaii 96813	5. Price: \$338,800
6. Term of Contract: (mm/dd/yyyy) From: 10/01/2010 To: 09/30/2013	7. Prior Sole Source Ref No. 08-014-C

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: The Rehabilitation Act as amended requires that the SILC be established outside of the State agency and receive necessary funds (described in the State Plan for Independent Living) to carryout the function of the SILC. The SILC of Hawaii is the only entity that is in compliance with the requirements of the Rehabilitation Act as amended, Title VII, Section 705 and 713 and the State Plan for Independent Living (SPIL).

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work: The establishment and funding of the SILC of Hawaii is essential for the Department of Human Services/VRSBD to be eligible to receive financial assistance under Section 705 and 713 of the Rehabilitation Act as amended and to provide independent living services to individuals with significant disabilities.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: No other provider meets the criteria set forth from the Rehabilitation Act and the SPIL for the composition and appointment of members of the SILC, its functions and requirements for its finding.

12. Direct any inquiries to:
Department: Human Services
Contact Name/Title: Katie Keim

13 Phone Number:
586-9743
Fax Number:
586-9755

Expenditure may be processed with a purchase order/pCard: ☐ Yes ☒ No
If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

14 *I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.*



09/17/10

Department Head Signature

Date

Reserved for CPO Use Only

15 Date Notice Posted: 9/21/2010

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
State Procurement Office
P.O. Box 119
Honolulu, Hawaii 96810-0119

16. Chief Procurement Officer's comments:

In conversation with Ms. Katie Kiem, although she is listed as the contact name, she is not involved in this request as she does not have written delegated procurement authority for sole source or completed the appropriate mandatory training and Ms. Susan Foard is the personnel responsible. It is noted that Ms. Foard does not have written delegated procurement authority. Please be advised that Ms. Foard shall not participate in any procurement activities until she has received both written delegated procurement authority and has completed the appropriate mandatory procurement training requirements pursuant to Procurement Delegation No. 2008-01 and Procurement Circular No. 2008-05.

This approval is conditioned upon the above requirements and is based on the department's representation that this vendor was created in accordance with the Rehabilitation Act, as amended, is the only entity that is in compliance with the requirements of this Act and necessary for the department to be eligible to receive funding to provide independent living services to individuals with significant disabilities. Department is reminded that this procurement contract award is required to be posted on the Procurement Reporting System.

17. ☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED


Chief Procurement Officer

10/5/2010
Date